

FALL 2026

# OPEN ENROLLMENT

## WHAT TO EXPECT DURING THE FIRST TWO WEEKS

### WEEK ONE • AUGUST 24 - 29

#### ■ CLASS HAS OPEN SEATS NO ADD CODE REQUIRED

If a class has available seats **and there is no active waitlist**, you can register on a first-come, first-served basis.

#### ■ CLASS IS FULL JOIN THE WAITLIST

If a full-term class is full or waitlisted, **adding yourself to the waitlist is the only way to add the class during the first week of the term**

### HOW TO ADD YOURSELF TO THE WAITLIST

|   |                                                                                                  |
|---|--------------------------------------------------------------------------------------------------|
| 1 | Log into <b>MyGav</b> .                                                                          |
| 2 | Select <b>Student</b> . Open your <b>Student Dashboard</b>                                       |
| 3 | Open <b>Add or Drop Classes, Plan Ahead, View Schedule</b> → <b>Register Add/Drop Classes</b> .  |
| 4 | Open the term and search by subject or enter the <b>CRN</b> ..                                   |
| 5 | Find the course and select <b>Add to Summary</b> . In the Action box, choose <b>Waitlisted</b> . |
| 6 | Click <b>Submit</b> to complete enrollment.                                                      |

### BE READY - YOUR SPOT COULD OPEN SOON – TIPS IF YOU ARE ON A WAITLIST

|                                                                                                                                                                                                                               |                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Attend class</b><br>In-person: attend class. Online: log on to <a href="#">canvas</a>                                                                                                                                      | <b>Clear holds</b><br>All holds must be cleared before registration.                                                                             |
| <b>Check your position</b><br>Monitor your waitlist position in <a href="#">Self-Service Banner</a> .                                                                                                                         | <b>Meet with a <a href="#">counselor</a></b><br>If you need a prerequisite cleared or petition, take care of it before a seat becomes available. |
| <b>Check MyGav email</b><br>Watch for the waitlist notification and check your spam folder. You only have <b>24 hours</b> after notification is sent to register, if you miss your window, you are removed from the waitlist. | <b>NEED HELP?</b><br>Contact the <a href="#">Virtual Welcome Center</a> • <a href="mailto:admissions@gavilan.edu">admissions@gavilan.edu</a>     |

### WEEK TWO • AUGUST 31 – SEPTEMBER 4

#### ■ WAITLISTS CLOSE

Waitlists close on **Saturday, August 29**  
Students can no longer add themselves to a waitlist.

#### ■ ADD CODES REQUIRED

Beginning **Monday, August 31**, an add code is required for **all full-term courses**, whether seats are available or not.  
Add codes expire **September 4**



FOLLOW THE QR CODE FOR MORE INFORMATION ON WAITLISTS & ADD CODES